

Zoning Plan Check
Basic Compliance Checklist
September 17, 2003

This checklist is used by Planning Staff to check plans for consistency with the Zoning Ordinance. It is a basic list, and other requirements may apply, depending on the specific project proposed. Since this list is used for all type of projects: residential or commercial, new or remodel, shell buildings or tenant improvements, etc., not all items will apply to all projects.

Staff recommends that you use this checklist when preparing plans for submittal, to ensure that all items have been addressed. The SHEET column is an area where you can enter the sheet number where that item can be found. If you believe that an item does not apply, please so indicate in the SHEET column. Submitting a copy of the completed checklist will assist Staff when reviewing the plans.

SHEET	ITEM	REFERENCE/COMMENTS
	1) Use: Is the use allowed by the zone?	SBMC Title 28, see the specific zone
	2) Parking	
	a) Does the proposed project provide adequate parking?	SBMC §28.90.100 For multi-family residential, the residential unit configuration affects the parking requirement.
	b) If the existing parking is nonconforming (fewer provided than required), and the cumulative total of all additions since July 15, 1980 is 50% or greater than the floor area that existed on July 15, 1980, the parking for the entire site must be brought up to code (for both the number provided and dimensions of the spaces).	SBMC §28.90.001.2
	c) If the use of the property is changing to a use that requires more parking spaces, have they been provided?	SBMC §28.90.001.14
	d) Do the parking spaces meet the minimum dimensions?	Parking Design Standards
	3) Is Design Review required?	
	a) Architectural Board of Review	SBMC Chapter 22.68 or the NPO Checklist
	b) Historic Landmarks Commission	SBMC Chapter 22.22
	c) If so, why?	If required by the NPO Checklist, Indicate #.
	d) If so, when was Final Approval granted?	
	e) If so, is the Final Approval still valid?	
	f) If not, why not?	
	4) Measure E (Charter Section 1508)	If new floor area is proposed, does it comply with Measure E (SBMC §28.87.300)?
	5) Street File, Planning File, Permit Tracking Database: check for:	CDD Website, Case Status Lookup CDD Website, LDT Record Archives
	a) Outstanding enforcement cases –abate all violations in the proposed project.	Street File Planning File

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	b) Violations described in Zoning Information Reports – abate all violations in the proposed project.	
	c) Expired Permits – incorporate the expired project into the proposed project, or state that the project was abandoned.	
	d) Uncompleted permits – complete previous project prior to or concurrent with the proposed project.	
	e) Planning Commission conditions of approval – show compliance with all applicable conditions	
	f) Other items that may hinder the proposed project – address these items either prior to application or in the proposed project.	
	g) Parcel Tags	CDD Website, Parcel Specific Information
	6) Project Address	
	7) Owner's Information	
	a) Name	
	b) Address	
	c) Phone Number	
	d) For Condominium or similar, Homeowner's Association approval letter is required.	
	8) Assessor Parcel Number	APN Books Comm. Dev. Dept. Website, Parcel Specific Information
	9) Zoning Designation	Zoning Map CDD Website, Parcel Specific Information
	a) If the project is in the Coastal Zone (SD-3), has the appropriate coastal processing been completed?	Santa Barbara Municipal Code (SBMC) §28.45.009
	10) General Plan Designation	General Plan Map, Zoning Counter
	11) Lot Size	CDD Website, Parcel Specific Information or calculate from lot dimensions, or site survey
	a) Existing (gross and net)	
	b) Proposed (gross and net)	If a subdivision or lot line adjustment is proposed.
	12) Slope	Site Survey CDD Website, Parcel Specific Information
	13) Scope of Work (Project Description). If appropriate, include the following	This is a textual description of the project. Include all aspects of the project in the description.
	a) Existing and Proposed Use	
	b) Restaurant Seats, hotel rooms, beds etc. (existing and proposed)	If a restaurant, hotel, care facility or other special use is proposed
	14) Project Statistics (as applicable)	
	a) Floor Area	
	i) Existing buildings (gross and net)	Gross s.f. includes the exterior walls.

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		Net s.f. excludes the exterior walls.
	ii) To be demolished (gross and net)	
	iii) Proposed (gross and net)	For nonresidential projects, does the project comply with Measure E (SBMC §28.87.300)
	b) Number of residential units	
	i) Existing	
	ii) To be demolished	
	iii) Proposed residential units	Does the number of residential units exceed the maximum allowed on the lot? See SBMC §28.18.075 for R-2 Zone SBMC §28.21.080 for R-3 and less restrictive zones.
	iv) Number of bedrooms per residential unit (existing, demolished and proposed)	
	c) Number of Parking Spaces	See Parking items below
	i) Existing (covered and uncovered)	
	ii) Required (covered and uncovered)	
	iii) Proposed (covered and uncovered)	
	d) Site Statistics showing square footages and percentage of building, landscaping and paving coverage.	
	e) Grading	
	i) Amount of cut and/or fill under the main building footprint	Cut + Fill = Total Amount of Grading
	ii) Amount of cut and/or fill outside the main building footprint	
	f) Construction Type	For use by the Building & Safety Division
	g) Occupancy Group	For use by the Building & Safety Division
	15) Vicinity Map	Small scale map showing the neighborhood in which the project is located. It should show the surrounding areas and streets.
	a) True North Arrow.	If you choose to add a Reference North, please orient Reference North parallel to State Street.
	b) Project site shown	
	16) Site Plan – Show the following:	
	a) True North Arrow.	If you choose to add a Reference North, please orient Reference North parallel to State Street.
	b) Scale	The scale of the drawing is to be such that all features required per this checklist are clearly legible. Generally, 1/8" scale for site plans and 1/4" scale for floor plans and elevations is acceptable.
	c) Streets	Include the Street Name
	d) Parkway	If applicable
	e) Sidewalk	If applicable
	f) Alley	If applicable
	g) Property Lines	
	i) Dimensions	
	ii) Bearings	
	h) Setbacks	Show with dashed or dotted lines
	i) Front	SBMC Title 28, see the specific zone for setbacks

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	ii) Interior	(a.k.a. required yards)
	iii) Rear	SBMC §28.04.590 for the definition of required yards.
	i) Outline of all buildings and structures on site.	Differentiate existing, proposed or demolished areas by shading, crosshatching, etc.
	j) Driveways	
	k) Parking areas	Show covered and uncovered. Include bicycle parking areas if proposed.
	l) Landscaped areas, including trees	
	m) Adjacent building footprints	Adjacent site survey Public Works Geospatial Browser
	n) Distance between buildings dimensioned	SBMC Title 28. See the specific zone
	o) All fences, hedges, walls or screens.	Residential Zones, C-O and C-X Zones Only (SBMC §28.87.170) Unless conclusively proved to be permitted by the applicant, all fences, hedges, walls or screens that are taller than allowed by §28.87.170 must be reduced in height. Nonconforming fences, walls or screens are not allowed to be rebuilt (SBMC §28.87.030.D.1.a.(5)).
	p) Open yard	A-1, A-2, E-1, E-2, E-3, R-1 and R-2 Zones
	i) Size, Dimensions, Location	SBMC §28.04.430.5 for definition of open yard SBMC §28.15.060.3 for single family zones SBMC §28.18.060 for R-2 zone
	q) Outdoor Living Space	Residential uses in R-3 and less restrictive zones
	i) Size, Dimensions, Location	SBMC §28.04.430.5 for definition of open yard
	ii) 10% open yard	SBMC §28.21.081 for R-3 and less restrictive zones. If private outdoor living space is being provided, has the 10% open space been provided? See SBMC §28.21.080.6.
	r) Parking Lot Landscaping	SBMC §28.90.050
	s) Trash Enclosure/Trash can storage area.	The trash enclosure or can storage area may not be in a setback or in the remaining front yard. The Public Works Department approval of the location is required.
	t) Easements (existing and proposed)	e.g. water, sewer, drainage, utilities, access, etc.
	u) Utility Connections (existing and proposed)	e.g. sewer laterals, water line, water meter, etc.
	v) Right-of-Way Improvements (existing and proposed)	e.g. curb, gutter, sidewalk, utilities, water or gas meters, curb cuts
	w) Topography	5-foot contour intervals, with 1-foot intervals for driveways. The topography may be omitted if the property is flat or if the project consists of remodel only (no new floor area, no increase in building height).
	x) Grade Levels	Show grade levels adjacent to each existing or proposed structure. Grade levels may be omitted if

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		the property is flat or if the project consists of remodel only (no new floor area, no increase in building height).
	y) Planning Commission Cases Only	
	i) Utilities	Planning Commission projects only, include sewer and water mains, fire hydrants, utility poles, wells, street lights, etc.)
	ii) Topography	Extend topography 100 feet beyond the proposed project site.
	iii) Earthquake Faults	
	iv) Bus Stop (nearest)	
	v) Bike Lanes	If applicable
	vi) Drainage	Natural drainage patterns; existing and proposed drainage information
	vii) Vegetation	
	(1) Trees	All existing trees, with type and diameter as measured 4 feet above grade
	(2) Significant Vegetation	Type, location and extent
	17) Elevations – Show the following	
	a) All elevations of all structures	
	b) Name each elevation	The North Elevation is the side seen from True North (or Reference North, if you choose to use Reference North).
	c) Scale (Preferably 1"=4')	
	d) Building Height	SBMC §28.04.110 for the definition of building height, and the specific zone for building height limitations
	e) Solar Access Ordinance	Residential Zones Only SBMC Chapter 28.11 See Handout on Solar Access Compliance
	f) Architectural Board of Review or Historic Landmarks Commission Only	
	i) Exterior Color	
	ii) Exterior Material	
	iii) Cross section drawing of land areas being cut or filled	
	18) Landscape Plan – if required or desired	
	a) Trees to be removed crossed out	
	b) Total landscape area and percentage of total site area	
	c) Paved surfaces: location and type	
	d) Species List (number, type and size)	
	e) Irrigation Plan	
	f) Landscape Compliance Statement	Sticky-back available from the Zoning Counter
	19) Floor Plan	
	a) Residential	
	i) Floor Plans of all buildings, with rooms, windows and doors shown.	

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	ii) Garage Size	
	(1) Minimum Size	Parking Design Standards
	(2) Maximum Size	SBMC §28.87.160
	iii) Accessory Building(s)	Total of all accessory space may not exceed 500 s.f. (SBMC §28.87.160)
	iv) Configuration	Staff checks the floor plan for configurations that are easily converted to illegal dwelling units.
	(1) Generally, only one laundry area is allowed per residential unit.	
	(a) Laundry areas may have laundry sinks, but not kitchen-type sinks	
	(2) Generally, only one water heater is allowed per residential unit	
	(3) Kitchen sinks are only allowed in approved kitchens.	
	(4) Bars and bar sinks can be approved on a case-by-case basis	
	(5) Areas with internal access (except through a garage or similar situation)	
	(a) Generally, areas with internal access to the main living area are allowed TWO of the following improvements	
	(i) Exterior Access	
	(ii) Bathing Facilities	
	(iii) Bar Sink (12"x12" max. bowl size), 5' max counter length	
	(6) Areas without internal access (or with access through a garage or similar situation)	
	(a) Half-bath (toilet and vanity sink) allowed	Must be configured to the minimum size allowed by the Uniform Building/Plumbing Code.
	(b) No bathing facilities allowed, except exterior showers	
	(c) No sinks allowed, except the vanity sink in the half-bath.	
	b) Nonresidential	Staff checks the floor plan of nonresidential structures to ensure that configuration matches the uses proposed, and that the required parking is being provided.
	i) Floor Plans of all buildings, with	

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	rooms, windows and doors shown.	

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